



OKLAHOMA NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
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OKHR

17 April 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Security Personnel System Implementation

1. The purpose of this memorandum is to announce the way ahead with regard to the implementation of the National Security Personnel System (NSPS) for the Oklahoma National Guard. I am also establishing some NSPS training requirements for our technicians which will support our transition to this new civilian personnel system.
2. Congress authorized a new personnel system as part of the 2004 National Defense Authorization Act. Department of Defense (DoD) directed the implementation of the NSPS, which provides an opportunity to improve the effectiveness of our department through a simplified personnel management system that will improve the way we hire and assign, as well as compensate and reward our employees. Further, it will provide the department with a modern, flexible and agile human resources system that can be more responsive to the national security environment, while preserving employee protections and benefits.
3. The implementation of NSPS is driven by DoD timelines and NSPS requirements. The National Guard technician workforce is scheduled to convert to NSPS as part of Spiral 2. The DoD has established that the National Guard Bureau (NGB) will be initially operational and capable (IOC) by October 2007.
4. **To begin the transition to NSPS, all technician personnel (and AGR who supervise federal technicians) are required to accomplish two (2) items which will prepare them for changes brought about by the system. It is essential for our employees to accomplish these tasks by 1 June 2007.** These requirements are: completion of an online NSPS employee orientation course (*NSPS 101*) and completion of a login and familiarization process into the web-based Defense Civilian Personnel Data System (DCPDS) application *My Biz*. In addition, there are several recommended online soft skill courses that employees are encouraged to complete. The attachment to this memorandum provides instructions for access to *NSPS 101*, *My Biz* and to the online training.
5. The Human Resources Office is also making plans to present NSPS classroom instruction to our technician workforce over the next several months leading up to our conversion to NSPS. The first of these courses is a 4-hour block of instruction, *Human Resources Elements for Managers, Supervisors and Employees*. The second phase will be a one-day (employees) or two-day (supervisors) course in *Performance Management*, a critical aspect of NSPS.
6. The implementation of NSPS will change the way we conduct business with regard to our Title 32 National Guard technicians.
  - a. **Pay for Performance:** Employees will have a greater opportunity to affect their pay through excellent performance; pay increases will be based upon performance rather than longevity.
  - b. Managers will be able to **recruit and retain** high quality talent more effectively; NSPS streamlines the hiring processes and the ability to offer more competitive, market-sensitive compensation.

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c. Expedited **disciplinary and appeals processes** provide for faster resolution of workplace issues, while preserving due process rights of employees.

d. A new **labor relations system** recognizes the critical national security mission of DoD and the need to act swiftly to execute that mission, while preserving collective bargaining rights of employees.

**Note:** The implementation of NSPS regulations Subparts G (Adverse Actions), H (Appeals), and I (Labor Relations) are on hold due to litigation.

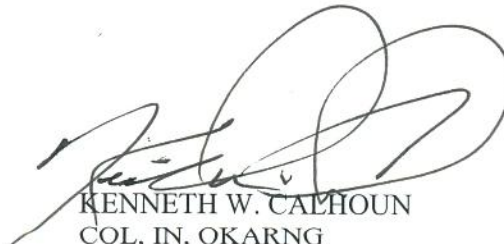
7. The NSPS will be implemented, deployed, and integrated through the chain of command, which will play a key role by actively communicating a compelling Guard vision for a successful workforce transition. Senior leadership sponsorship is also imperative to assure workforce alignment with the DoD vision. The NSPS, a pay-for-performance system, will be successful if the workforce understands how the work they do relates to the mission and goals of the organization.

8. The NSPS represents a unique opportunity to develop a flexible and fair system that will help us attract, retain, reward and mentor a technician workforce to meet the national security demands of the twenty-first century. NSPS is a significant change for our organization – I ask for your support as we move through the next 18-24 months of transition.

9. Point of contact is LTC Bill Gray, Supervisory Human Resources Specialist, at 5921 or (405) 228-5921, DSN 628-5921, email [william.robert.gray@us.army.mil](mailto:william.robert.gray@us.army.mil). You may also contact my Deputy, LtCol Kyles at VOIP 5578, commercial (405) 228-5578, or DSN 628-5578, email [shirley.kyles1@us.army.mil](mailto:shirley.kyles1@us.army.mil).

FOR THE ADJUTANT GENERAL:

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